

Introducing the New PEP Form

THE FORMS – WHAT’S DIFFERENT

Generally:

- Format is different and it’s shorter.
- Behavior Elements by job family are eliminated. The only difference in behavior elements is between manager, supervisor and non-supervisor employees.
- No separate “worksheet” for rating calculation.
- Calculation is done for you and is posted on mid and end cycle pages.
- Document is an Excel (not a Word) document. Document it “protected” to ensure formulas for calculations are not altered or erased.
- Removed Employee Development Plans page.

Page 1:

- Less information required for employee identification on page 1. No longer ask for SS#, Unit, Department, Classification/Title, Agency, Supervisor’s Title, Date of Hire, Date of Transfer.
- Fiscal Year when performance period ends is required.
- No importance rankings for Performance Standards.
- No Comments for Performance Standards.

Page 2:

- Behavioral Elements are more specific but do not have meets, exceeds, and outstanding ratings defined on the form.
- No Comments for Behavioral Elements.

Pages 3 & 4:

- Separate single pages for Mid Cycle and End Cycle Ratings, comments, and signatures.
- Added comment for Supervisor Signature: “By my signature I attest that I understand and adhere to the Governor's Code of Fair Employment Practices, 01.01.2007.09.”
- Removed “EMPLOYEE CERTIFICATION” and “RATER CERTIFICATION” from the End of Cycle signatures.
- Added “Tasks to be Achieved ...” and “Training Recommendations” to both the Mid Cycle and End Cycle Ratings pages.
- Removed the question “Prior to the end-of-cycle evaluation, was the employee given five-business days notice to complete a self-assessment?”
- Added “I understand that this is a: ____ Special Appointment; ____ Management Service; ____ Executive Service; ____ Political Special Appointment position in which I serve at the pleasure of the appointing authority.”
- Only Division Manager’s Signature on Mid Cycle and only Appointing Authority’s Signature on End Cycle.

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THE FORMS – WHAT’S THE SAME

Overall:

- Question about Position Description (MS22) – to indicate if it needs updating. It’s in a different (more prominent place) than the old form, but it’s the same process.
- Ratings are the same.
- Mid Cycle and End Cycle ratings are required.
- Position-specific performance standards for the performance period still need to be listed on the form.
- Employees and Supervisors still need to sign each cycle’s rating page.
- Appointing Authority still needs to sign the end cycle rating page.

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THE PROCESS – WHAT’S THE SAME

The LAW

Maryland Code: State Personnel and Pensions, Title 7: Employment in the State Personnel Management System, Subtitle 6: Employee Performance Appraisals

- Section 7-501. Required; Duty; Training; Evaluation
- Section 7-502. Intervals; Ratings.
- Section 7-503. Appraisal procedure.
- Section 7-504. Interim conferences.

THE PROCEDURE

1. Performance Planning Meeting

- Review Position Description (MS-22)
- Create PEP Form for New Cycle
- Discuss Essential Job Functions
- Discuss Performance Standards
- Discuss Behavior Elements

2. Mid-Cycle Performance Evaluation

- Discuss Employee Self-Assessment
- Discuss ratings for position & behavior
- Discuss overall mid-cycle rating
- Discuss tasks & recommendations
- Create Performance Improvement Plan, if necessary
- Obtain Signatures

3. End-Cycle Performance Evaluation

- Discuss employee Self-Assessment.
- Discuss ratings for position & behavior
- Discuss overall end-of-cycle rating.
- Discuss tasks & recommendations
- Create Performance Improvement Plan, if necessary
- Proceed with Disciplinary Action, if necessary
- Obtain Signatures

DHMH POLICIES

• Supervisory Assessment Process

Office of Human Resources recommends that each appointing authority establish a process that will be fair, timely, reasonable, and accurate.

• Timing of Performance Appraisal in Relation to the Mid / End-cycle

DHMH Office of Human Resources recommends that the evaluation be completed and presented to the employee on or before the EOD date. Accordingly, the mid-cycle review should occur 180 days from that date.

• Employee Refusal to Sign

If the employee refuses to sign the job description and/or evaluation form, it should be noted on the form by the supervisor. Employees are required to attend evaluation meetings. Refusal to do so could result in disciplinary action.

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THE PROCESS – WHAT’S DIFFERENT

COLLECTIVE BARGAINING CONSIDERATIONS

Article 17 – Job Description

- When **duties change**, the employee and supervisor shall meet and discuss the changes, and a new job description is prepared. **Changes can only apply after the discussion with the employee and after it is put in writing.**
- If duties change within the performance period, it is recommended to **confirm with a memo** (initial and date) then change the Position Description (MS22) at the End of Cycle.

Article 18 - Performance Evaluation

- **Performance Standards**
 - Performance standards and behavioral elements shall be provided to an employee **in writing** at the outset of the rating period and changed during the period only after review with the employee.
 - Performance outcomes considered to be “**Outstanding**”, “**Exceeds**” and “**Meets Standards**” shall be described for each performance standard and behavioral element.
 - When applying standards the supervisor shall **take into account** equipment and resource problems, lack of training, frequent interruptions, and other matters outside of an employee’s control.
 - **Pre-approved time away** from the job including sick leave, personal days, annual leave and authorized duty time for union representational purposes and other authorized activities **will not be considered negatively** in the application of performance standards and behavioral elements.
- **Appraisal Procedure**
 - When an employee is **transferred**, he shall be given an **exit appraisal**, and it shall be used in conjunction with his new supervisor’s year-end appraisal, unless the employee has performed the new duties for more than 6 months.
 - If **both appraisals** are used they shall be **averaged** in accordance with the number of months evaluated by each appraisal.
 - **Evaluating supervisor** must have **actual knowledge** of the employee’s performance.
- **End-Of-Year Appraisal**
 - The **appointing authority** must approve the end-cycle rating before it is final.
 - **Statement of employee’s objection** to an appraisal or comment may be attached and put in their personnel file.
 - **No quotas** or other limitations shall be applied to employee ratings.
 - Appointing authority may **change final evaluation** only with written justification.
- **Appraisals of Supervisors**
 - Employees may anonymously **evaluate** the **performance of supervisors** who have at least five employees assigned to them.
 - Employer shall ensure that employees are **given opportunity to evaluate** prior to supervisor’s year-end evaluation.
 - Forms **will be considered** in the supervisor’s evaluation.

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Article 18 - Performance Evaluation (continued)

- **Private Service Providers**
 - Employees whose job duties require **interaction with private service provider** may not be penalized solely due to poor performance by the service provider.
 - Employees **observing poor performance by a private service provider** shall submit a written report of the observations to immediate supervisor.

Article 22 – Disciplinary Actions Related to Employee Performance

- Employee may receive **“unsatisfactory” annual rating** only if mid-year rating was “unsatisfactory” or “needs improvement”
- **Discipline** based on performance appraisals should be issued within 30 days after the date that marks the end of the cycle

Additions to What's the Same and What's Different:

(Add your own unit's procedures here.)

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